

Weekly Report for Week Ending 14 May 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- X (1) Completed 50 actions requiring the printing of 1,033,201 copies or sets of blank forms. This represents an increase of 40 actions and an increase of 844,701 copies or sets compared to last week.
- ✓ (2) Ten new and eight revised forms were approved.
- ✓ (3) Four forms were made obsolete.

b. Intangible

- X (1) Reviewed and approved proofs on the Ditto Dispatch Sets, Forms 53b and 53c.
- 25X1A8a ✓ (2) After several meetings with [REDACTED] P officials, redrafted Form 1k, Teletyped Information Report to agree in format with the other Information Report Forms. At the same time, provided a distinctive mast head and bottom stripe symbolic of the expedited method of transmittal of this type of information.
- 25X1A9a Miss [REDACTED] is continuing her studies of volume and length of reports aimed at determining whether the reports should be continued letter size or increased to legal size. Results are as yet inconclusive.

2. Assignments

a. Active

- 25X1A9a ✓ (1) Revision of the Travel Order Form. 25X1A9a
- 25X1A9a Mr. [REDACTED] and I met several times with officials of Logistics, Comptroller and Office of Personnel prior to Mr. [REDACTED]'s transfer to the Suggestion Awards Staff. Based on these discussions a new rough draft of the Travel Order Form was prepared. Miss [REDACTED] is now putting it into final form. Provision is being made to include the [REDACTED] per Mrs. [REDACTED] 25X1A9a
- FOIAb2 request. We hope to start final coordination in DD/S by next week.
- ✓ (2) ~~Seven~~ new and eleven revised forms are pending.
- ✓ (3) Seven Employee Suggestions are being evaluated.

b. Inactive

(1) Forms Study, Printing Services Division.

25X1A9a This study has been temporarily suspended because of Mr. [REDACTED] detail to help out at the Records Center.

3. News 25X1A9a

- a. Mr. [REDACTED] and I have discussed several times, overseas use of Agency forms, appropriatness of their classifications, controls over their use, mode and cost of shipment, etc., in connection with a study he is conducting for Mr. [REDACTED] EO/DD/P.

[REDACTED]
25X1A9a 25X1A9a